

**Bear River North Regional Council Meeting Minutes**  
**Bridgerland Applied Technology College**  
**Logan, Utah**  
**Wednesday, May 12, 2004 – 8:00 A.M. – 9:30 A.M.**

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**In attendance:**

David Bryan	Schreiber Foods
Commissioner William Cox	County Commissioner, Rich County
David Farnes	Pioneer Care and Rehabilitation
John Fronk	Golden Spike Equipment
Colyn Flinders	Division of Rehabilitation
Vern Gunnell	United States Air Force, BATC Cache County
Commissioner John Hansen	Cache County Council Member
Harold Hess	Department of Workforce Services
Roger Jones	Bear River Association of Governments
Mike Liechty	Cache School District
Evan Maxfield (Chair)	Sales Manager - Wheatland Seed
Susan Owen	Pepperidge Farm
Lana Powell	State Farm Insurance
Bruce Rigby	Zions Bank
Thom Smith	La-Z-Boy
Susan Thackeray	Economic Development, Box Elder County
Michelle Wilson	Life-Skill and Individual Needs Center
Scott Williams	USU Extension Agent 4-H Youth Development

**Excused:**

Paul Barnard	E.A. Miller
Jim Hooker	Hooker Appliance
Dean Janes	Division of Child and Family Services
Peggy Madsen	Box Elder County Employees
Chad Munns	Munns Manufacturing
Suzanne Rees	County Commissioner, Box Elder County
David Seria	Sunshine Terrace
Dawn Skorka (Vice Chair)	Wal-Mart

**Department of Workforce Services Staff:**

Jill Bingham	Brigham Employment Center Manager
Doyle Christensen	D.W.S. Administrative Services Manager
Debbie Herr	Regional Program Manager
Susan Hill	Council Support Specialist
Chris Mayne	Program Specialist
Ted Nyman	Business Consultant
Carrie Peterson	Executive Secretary

The meeting was called to order at 8:00 a.m.

**1. Welcome**

Evan Maxfield, Regional Council Chair, welcomed all Council members, and Department of Workforce Services (D.W.S.) staff to the meeting.

New member, Scott Williams, of the Utah State University (U.S.U.) Extension Office, was introduced to the group. He will be replacing Clark Israelsen.

**2. Consent Calendar Action Items**

Evan called for a motion to approve the minutes from the January 15<sup>th</sup>, 2004 Bear River North Regional Council meeting.

**Action:** Roger Jones made the motion, Vern Gunnell seconded, and the Council unanimously approved the January 15<sup>th</sup> meeting minutes.

**3. Committee Reports**

**A. Marketing Committee**

Evan Maxfield reported the Marketing Committee would work to support the 2004 Planning Session goals.

The Marketing Committee's #1 goal will be to plan the details of the Employer Summit to market the D.W.S. services that are available to employers.

The Employer Summit is scheduled November 10<sup>th</sup> at the Coppermill Restaurant.

The Marketing Committee has discussed providing a breakout session that would focus on entrepreneurships and small businesses.

Additional breakout sessions will include:

- The Critical Work Skills presentation.
- Distribution of the labor compliance "Five-in-One" posters.
- A presentation delivered by D.W.S. staff on worksite learning and on-the-job training internships.
- "Child Care for Employers" by Lynette Rasmussen the D.W.S. Director of the Office of Child Care.
- An Administrative Law Judge on Unemployment Insurance.
- A keynote speaker to target the needs of employers.

Susan Owen reported that the Marketing Committee would like to encourage more employers to attend the Summit this year. An expanded invitation may be used to include all employers who pay unemployment insurance taxes.

Evan Maxfield completed the Marketing Committee's report by explaining that the Committee would continue to work to plan the Employer Summit and the Committee would keep the full Council informed of the decisions that are made.

**Action:** Commissioner John Hansen made the motion, Colyn Flinders seconded, and the Council unanimously approved the Employer Committee's report.

## **B. Training Committee**

Thom Smith, Training Committee Chair, reported the Committee has continued to provide the Critical Work Skills presentation. It has been delivered to approximately 1,500 students in the Box Elder School District.

The Training Committee will partner with the Marketing Committee to prepare a breakout session for the Employer Summit to inform the employers of the Critical Work Skills presentation that is available and has been presented in the schools.

The Committee has discussed the best time of year to meet with the school counselors and Mike Liechty to plan the delivery of the Critical Work Skills presentation in the Cache Valley area.

Vern Gunnell reported that both the video and presentation had been successfully incorporated with the adult training programs offered at the BATC.

Thom reported that the Training Committee is interested in planning to make a video to inform employers of the D.W.S. services that are available. Harold Hess responded that D.W.S. could support the Training Committee with funding to make the video.

Thom concluded the Training Committee's report by commenting that he feels that it is very beneficial to provide the students with the opportunity to meet with the employers, as well as to inform the employers of the D.W.S. services that are available.

Evan thanked Thom for his report and Training Committee members for their work to support the Committee in achieving their 2004 goals.

**Action:** Susan Thackeray made the motion, William Cox seconded, and the Council unanimously approved the Training Committee's report.

## **4. State and Regional Youth Council Reports**

### **A. Regional Youth Council Report**

Chris Mayne, D.W.S. Program Specialist, reported that the Youth Council met April 8<sup>th</sup>, 2004 to discuss essential business. At that time, forty-seven customers were enrolled in the W.I.A. contracted Youth Services offered by the Bear River Association of Governments (B.R.A.G.), which included the ten older youth, four of which were referrals from Division of Youth Corrections (D.Y.C.). A referral pathway has been developed and has resulted in referrals to the program.

### **B. State Youth Council Report**

The Council members were provided with updated information concerning State Youth Council issues. The State has been awarded 15% of the federal funding for the W.I.A. statewide programs, which is an amount equal to \$7,000. The funding is to be used to support the statewide Youth Leadership projects. Each regional council will be appropriated \$1,000 to cover the expenses of the Youth Leadership projects. The Bear River Youth Council approved the leadership project to support the "Free Fish Day" June 12, 2004 at the First Dam Park. Youth will be involved in clean-up projects at the Dam before and after the "Free Fish Day" activities. All W.I.A. youth who would like to participate will be able to join in the activities offered to the community. The activities will include opportunities to paint t-shirts, fish, and talk with project sponsors. A booth will be sponsored to inform the community of the program as an outreach tool.

The approval process required the proposal to be submitted from the Bear River Youth Council and B.R.A.G. to the State Youth Council. The Youth Leadership project has received final approval by the State Youth Council.

The Request for Proposal (R.F.P.) for the W.I.A. reauthorization process has not been finalized. It is expected that the budget will increase 30% statewide. The contract will not expire until September 30, 2004, which will allow ample time for the R.F.P. to be released for bid after the reauthorization occurs.

The North Region will be piloting the State's program for the "W.I.A. Foster Care Youth and Transition to Adulthood" services. Governor Olene Walker's initiative is asking that the W.I.A. program focus on the foster care youth who are transitioning to adulthood to join the workforce. The initiative includes the directive to recruit the D.C.F.S. youth who are transitioning from foster care into the W.I.A. program when it is appropriate. The formal mandate will need to be included in the State boilerplate for the W.I.A. contracted services. The federal Government expects to spend 30% of the W.I.A. funding on in-school youth and 70% on out-of-school youth. The Youth Council approved the motion to request that the W.I.A. contract specify that B.R.A.G. be given a reasonable amount of time to meet compliance with the new guidelines regarding the foster care issues and the priority points system. Chris explained that the performance outcome measures are considered on a yearly basis. D.W.S. and B.R.A.G. will be required to meet all federal outcomes.

Evan thanked Chris for the Youth Council reports.

**\*Action:** Roger Jones made the motion to vote to approve the Youth Council report. David Farnes seconded the motion, and the Council unanimously approved the report.

#### **5. State Council Meeting Update**

Chris Mayne provided a summary of the State Council meeting:

- Raylene Ireland, D.W.S. Executive Director, reported that the Department of Workforce Services had been given a 10-year extension.
- Barbara Vail, of the Department of Labor, provided a brief update on the W.I.A. Reauthorization.
- The leadership projects were reviewed for all regions.
- An update was provided on the "W.I.A. Foster Care Youth and Transition to Adulthood" pilot program.
- The W.I.A. performance outcomes were reviewed. There was an increase of 30% statewide in the W.I.A. youth budgets.
- A report was provided on the N.A.W.B. meeting that was conducted in Washington D.C.
- Evan Maxfield has been elected as the Chair of the State Council's Chair's Committee.

#### **6. National Association of Workforce Board (N.A.W.B.) Report**

Evan provided an informational overview of the N.A.W.B. 2004 Conference. He reported that Utah's marketing program for D.W.S. was presented at the N.A.W.B. meeting. The program was very well received and other states are asking for the details of the program.

Evan Maxfield commented that he was amazed with the structure that Utah has brought together with the departmental agencies. Other states appear to be segmented and are not working together as they should be. Evan recommended a "hats off" to our state for working together and to the Council for maintaining the departmental partnerships. Utah is viewed as a leader for the nation.

#### **7. D.W.S. Regional Director's Report**

Harold Hess was provided with an opportunity to comment on Departmental issues. He reported the following:

- The Council members were provided with a handout that outlined the new mission, vision, code of ethics, and strategic goals for the Department as of May 2004. The Regional Council was asked to consider the information as they develop the strategic work goals for the Committees and Task Forces. The D.W.S. Operations Leadership Committee is hoping to have the strategic plan for the Department completed by May 17<sup>th</sup>. The Council members were asked to contact Harold directly with any feedback they had for the plan.

- Roger Jones asked that the Council be provided with an opportunity to review the strategic goals for the Department. He recommended including a report on the number of customers served and the amount of training funds available.
- A report was distributed on the web orders received by the Department from November 2002 to March 2004. The graph recognized that the number of employers using the website to list their job orders has increased.
- The marketing initiative directed towards employers has been implemented. Five mailings will be sent out to employers.
- The other targeted area for D.W.S. marketing this fiscal year will be the advertisement of the Food Stamp program to those who would qualify. Advertisements will be posted as the participation rates have been sanctioned, and the Department will need to increase the participation rates.
- There will be a focus for D.W.S. to establish partnerships with the Department of Education.
- Performance measures for the Department will include:
  1. Accuracy rates.
  2. Timeliness for expedited issuances.
  3. Negative errors.
  4. Participation rates.
- The North Region continues to be on target to meet federal outcomes.
- There has been tremendous improvement with the childcare program.
- Council members were provided with an update on the North Region Car Contract.
- The Services to Veteran's Awards will be awarded to the D.W.S. staff that provide exceptional services to veterans. Those who are awarded the Services to Veterans Award can also be nominated for the Eagle Award, the most prestigious award that can be awarded for services to veterans.

Harold completed the Regional Director's report by adding that he is enthusiastic about the direction of the Department and the establishment of the strategic goals for 2004. He thanked the Council and Evan Maxfield for all of their good work and support for the Bear River North Regional Council. All of the time and effort put forth by the council members is appreciated.

#### **8. Other Business**

No other business was conducted.

#### **9. Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

#### **10. Adjourn**

**\*Action:** David Farnes made the motion to adjourn the meeting. Thom Smith seconded, and the Council unanimously approved the motion to adjourn at 9:00 a.m.

The next Youth Council Meeting will be June 17, 2004 at 2:00 p.m.

The next Regional Council meeting will be August 11, 2004 at 8:00 a.m.